

<b>BROOKHAVEN NATIONAL LABORATORY</b> <b>PHYSICS DEPARTMENT</b>	<b>Number:</b> PO-ESH-10	<b>Revision:</b> 3.2
	<b>Effective:</b> 04/01/2004	<b>Page:</b> 1 of 3
<b>Subject:</b> Work Planning and Experimental Safety Review Policy		
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## WORK PLANNING AND EXPERIMENTAL SAFETY REVIEW POLICY

Requirements related to this Policy are contained in the SBMS Subject Area [Work Planning and Control for Experiments and Operations](#), and documents referred to therein. The Physics Department's implementation of this standard is intended to be in full compliance with the standard, and to incorporate the five core functions of BNL's Integrated Safety Management System. All work in the Physics Department must be reviewed under the terms of this Policy, or under the terms of the applicable Subject Area, or equivalent formal review.

### I. WORK PLANNING

Department Specific Information:

- A. The Department Chair has appointed the Building Manager to serve as the [Work Control Manager](#) and the [Work Control Coordinator](#) for the Department.
- B. This document is the Physics Department work planning and control system procedure. It is monitored through the Department Self Assessment Plan.
- C. The Work Control Manager:
  1. In consultation with the [Department ES&H Committee](#), shall designate areas that are strictly administrative in nature and are not required to comply with the Work Planning and Control Standard.
  2. Shall establish a Memorandum of Understanding with each service department in relationship to use of the work permit.
  3. Ensures that personnel within the Department are informed of the new requirements of their work planning and control procedures. This is to include work screening guidelines, work permit, worker feedback, and other department-specific policies that may apply.
  4. Tracks and closes out work permits within the Department.
  5. Maintains the Department key plans and serves as the contact point for questions on work activities in these (cross-hatched) areas.
  6. Consults with the [ES&H Coordinator](#) and the [Environmental Compliance Representative](#) (ECR) for work that may impact safety or the environment.

- D. Work Request Screening - All work requests for internal work not covered in an ESR, and for external work from the service departments must be submitted to the Building Manager, ext. 2281. The Building Manager/Work Control Manager will decide if the request requires group-specific screening or additional review by the ES&H Coordinator or the ECR. This can be a verbal inquiry. See the [Work Planning and Controls for Experiments and Operations Subject Area](#) for criteria in assigning work as low, moderate, or high hazard work.

## II. EXPERIMENTAL SAFETY REVIEWS

### Department Specific Information:

- A. The Department Chair has appointed the [Department ESH Committee](#) to function as the Experiment Safety Review Committee (ESRC).
- B. The Department Chair has appointed the [ESH Coordinator](#) to function as the Experiment Review Coordinator (ERC).
- C. The ERC shall update the Physics Department [environmental aspects](#) table, and shall provide information and assistance, as needed, to the [Environmental Compliance Representative](#) (ECR) so that [Process Evaluation Project forms](#) can be completed.
- D. The ERC may give initial approval to continue or start up experiments prior to review by the ESRC provided that the hazards are minimal or the work is of a routine nature whose hazards and controls are well understood.
- E. The annual Experiment Safety Review (ESR) update may, at the discretion of the ESRC, consist of a statement by the Principal Investigator that there have been no changes since the last approved review. If there are new review requirements, these shall be addressed in the "no changes" statement.
- F. A continuing experiment shall submit a new ESR form at least every three years even if there have been no changes to the experiment during that period. Minor changes during the three-year period shall be addressed as addenda to the full ESR document and are subject to review by the ESRC.
- G. The ESRC review includes:
1. A review of written documentation by Committee members.
  2. The opportunity for discussion of the experiment safety review by Committee members.
  3. The opportunity to discuss with, or acquire additional information from the PI or personnel who work on the project, subject matter experts and compliance representatives. This may be at the request of the ESRC or the experimenters.
  4. An inspection of the project work area(s) prior to approval of the project safety review when deemed necessary.

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- H. A copy of the approved Experiment Safety Review form shall be forwarded to the Department Chair for final approval and signature.
- I. The signature of the ESRC Chair on the approved project safety review documentation signifies the acceptance of the project safety review by the full Committee, unless specified otherwise in the review summary.

[Experiment Safety Review Form](#) (Right-click to download)

*The Following link will not work from outside the Physics Department intranet:*

[Current Status of Experiment Safety Reviews](#)

**Official copies of these procedures are maintained at this website. Before using a printed copy, verify that it is the most current version by checking the document issue date on this website. Signed copies of these official procedures are maintained at the Training Office.**

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